



City of Austin - JOB DESCRIPTION



Austin Water Utility Electrical Supervisor

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	19370	Salary Grade:	WC8
Approved:	October 24, 1997	Last Revised:	April 08, 2012

Purpose:

This position uses comprehensive knowledge of principles, practices, and procedures in coordinating the maintenance, and testing of electrical equipment at Utility Facilities. Applies sound judgment in adhering to National Electric Code and National Electric Safety Code

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Insures compliance with National Electric Code, National Electric Safety Code, and all pertinent environmental restrictions and regulations.
2. Reads and interprets utility plans, engineered drawings, and written specifications.
3. Meets in-service dates through efficient and effective utilization of assigned resources.
4. Provides management of electrical construction and maintenance activities by the Water and Wastewater Utility and contracted staff.
5. Responsible for documentation and control of assets within work group.
6. Establishes and maintains a customer perspective for all services provided to in-house clients.
7. Provides input for O&M and CIP budgets and respond to any deviations from the approved cost/time line projections.
8. Authorizes and verify correct purchase of bid material.
9. Acts as project manager of special projects related to Water and Wastewater's electrical construction work governed by NEC.
10. Provides direction in utilization of a computerized maintenance management system.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities to include: selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of National Electric Safety Code and Water and Wastewater Safety Policies

Knowledge of applicable electrical construction and maintenance practices, equipment, and techniques.

Knowledge of Federal, State and local laws.

Knowledge of city practice, policy, and procedures.

Knowledge of safety practices and procedures.

Knowledge of fiscal planning and budget preparation.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritization.

Skill in using computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to apply sound construction and maintenance techniques.

Ability to operate assigned construction and maintenance equipment and tools.

Ability to evaluate vendor specifications and their potential impact on Water and Wastewater Utility..

Ability to train others.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from High School or equivalent, plus eight (8) years of electrical experience in the construction and maintenance of low, medium, and high voltage electrical systems, two (2) years of which was in a lead or supervisory capacity.

Additional education may substitute for experience up to the maximum of four (4) years.

Licenses and Certifications Required:

Unrestricted City of Austin Master Electrician License

Texas Class B Commercial Driver's License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.